

9.0 DEFINITION OF CODES USED IN THE MATRIX OF SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES (PART 1, SUBSECTION 10)

NOTE: The definitions contained in this subsection and used in the Matrix in Part 1, Subsection 10 describe general types of actions. Specific roles and responsibilities are further defined in various DOE-SR Implementing Procedures (SRIPs) and SR Manuals (SRM).

- 9.1 (A) APPROVE: Responsible for final approval of a document, schedule, change request, exemption request, proposed action, etc. Authority to approve may be delegated wherever this is not prohibited by regulation. Where delegation to a subordinate occurs, supervision of the exercise of that authority should not include the need for either concurrence or review by the responsible official. In other delegations, the responsible official should monitor outcomes associated with the delegation authority. Responsibility always remains with the original official, and cannot be delegated.
- 9.2 (C) CONCUR: Responsible for the review of a document, schedule, proposed action, exemption request, etc., and for recommending approval or rejection to the official granting approval authority. Concurrence is an explicit agreement to assume an active role in the success of the proposal.
- 9.3 (G) GUIDE: Responsible for providing guidance. This may include any of the following types of activities: identifying the need for action, preparing documentation, initiating a standard or guidance document, developing acceptance criteria, issuing a document, establishing a program and procedures for its implementation, developing SRM and SRIPs, providing technical assistance in complying with standards or requirements, or interpreting rules and orders and establishing hazard levels.
- 9.4 (I) IMPLEMENT: Responsible for executing the functions, which may involve any or all of the following types of activities: issuing direction, exercising shut-down authority, suspending activities, declaring Unresolved Safety Questions, ensuring documentation, ensuring compliance with rules, orders or other direction, collecting data, issuing reports, ensuring conduct of activities and/or development of products by contractors, coordinating activities among several entities, transmitting information, keeping participating entities abreast of developments, and representing DOE to external organizations.
- 9.5 (M) MONITOR: Responsible for appraisals, audits, oversight, assessments, monitoring contractor and DOE activities and programs, and assuring implementation of actions and programs.
- 9.6 (R) REVIEW AND COMMENT: Responsible for the review of proposed actions, documents, etc., against criteria and requirements within the reviewing organization's cognizance, and providing input, suggestions, or improvements. Review and comment is to be used for the improvement of documentation or the transfer of information. The reviewer has the responsibility to identify any flaw in the proposed action or draft document and to inform the originating office.